

(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS****MINUTES OF TRUSTEES MEETING
October 5, 2021****1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 5, 2021, remotely via Zoom. Chair Bowen read the disclosure that the meeting was being recorded by PCTV. Chair Bowen called the meeting to order at 4:30PM. Heather Seely took the roll.

PRESENT: Chair Bowen; Trustees; Casper, Chacon, Kiely, Mirante, Rodowicz (joined at 4:45p), and Myers

ABSENT: Trustees Zaffanella and Bliss

ALSO PRESENT: From BCC's Executive Council and President's Cabinet: President Kennedy; Vice President of Student Affairs and Enrollment Management Klepetar; Vice President for Administration & Finance Wadsworth; Vice President of Academic Affairs Hunter, Assistant to the President Seely, Interim Dean Wynn; Director of Human Resources, Dean of Teaching and Learning Innovation Goodman, Dean of Nursing Moon, Director of Strategic Initiatives McLaughlin, Dean of Students Norcross

BCC Employees and Guests: Steve Viera, George Ambriz, Chris Bodnar, Shelly Armstrong, Charlotte Lotz, Roliane James, Chris DeGray, Lyndsay Isham-Morton

Press: Jeffrey Vecellio and David Cachat (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the minutes of the August 25, 2021 meeting.

3. PRESIDENT'S REPORT**1. New Employee Introductions:**

- Andrea Wadsworth introduced Steve Viera, Director of Information Technology; Chris Bodnar, Director of Procurement, and Chris DeGray, Director of Facilities.
- Celia Norcross introduced Charlotte Lotz, Coordinator of Experiential Learning and Career Services, George Ambriz, Assistant Dean of Student Affairs / Director of SUCCESS.
- Adam Klepetar introduced Lyndsay Isham-Morton, Interim Director of Academic Advising, Career Development and Transfer Services.
- Lyndsay Isham-Morton introduced Shelly Armstrong, Interim Student Services Coordinator.
- George Ambriz introduced Roliane James, Disability Resources Academic Success Coach.

- Ellen Kennedy introduced Heather Seely, Assistant to President and Maureen McLaughlin, Director of Strategic Initiatives
2. COVID Update – Andrea Wadsworth, Vice President of Administration and Finance introduced the COVID team consisting of Lori Moon, Dean of Students, Celia Norcross, Dean of Students, and Maureen McLaughlin, Director of Strategic Initiatives.
 - Dean Moon reviewed the flow charts developed to assist students, faculty and staff understand what they need to do if exposed and/or test positive.
 - Dean Norcross noted practice on campus for contact tracing and reviewed the FAQs and noted resources all available on College website.
 - President Kennedy noted that working toward vaccine mandate in January 2022 and currently part of bargaining with unions. At this time BCC does have a link for staff to self report status if they wish to do so.
 3. Enrollment Update – Adam Klepetar, Vice President of Student Affairs and Enrollment Management noted we are seeing an uptick in enrollment but not at pre-pandemic numbers at this time. Overall head count is up but seeing more people taking fewer credits. We are reviewing data as to what we look at and what is relevant so we have information to compare year to year and to other institutions. The intent is to also have data to share with program updates and changes.

4. FOUNDATION BOARD REPORT

Lori Kiely reported the following:

- Foundation board recently met. Sale of the campus building in Great Barrington (South County Center) is expected to happen before calendar year end.
- Did well with raising money and was able to keep operating expenses down.
- Hosted the 2020 Forty under Forty this fall under a tent on the fields at Paterson.
- Concession Stand construction is nearly completed.
- Staff are working on the Impact Report that will be distributed later this fall.

5. ALUMNI TRUSTEE REPORT

Melissa Myers reported the following:

- Alumni Association hosted an event at Balderdash Cellars and are working on a Paint and Sip event as well.
- Story Telling Hours will continue this coming year and we encourage you to join us.
- New Alumni Board members are Brenda Walsh and Deni Jean Evans.

6. SUBCOMMITTEE REPORTS

Finance Committee

Trustee Mirante reported the following:

- As noted in email of October 1, Auditors will have information to subcommittee for review and submission by October 15. Review and approval by full board will be at the December 2021 board meeting.
- FY22 budget projections are happening with staff and starting to streamline FY23 budget process.
- VP Wadsworth provided update on campus critical infrastructure projects that will be happening and shared that construction projects on campus are moving along.

7. ADMINISTRATIVE ACTIONS

President Kennedy presented the personnel items from August 25, 2020 to October 5, 2021.

Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the personnel actions presented.

8. OTHER BUSINESS

Old – None.

New:

- Trustees have trainings to complete per requirements from Department of Higher Education. Please check those communications to complete those needed.
- Chair Bowen noted the board will have a board retreat on October 29th with the general focus on strategic planning, listening around governance; will have an optional tour of campus on that day for all the new projects and construction.

9. ADJOURNMENT

The meeting was adjourned at 5:44 PM. The next scheduled meeting will be held on December 7 5, 2021.

DATE: December 1, 2021

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Date